



Project Masters Inc.

Purpose & Value

**Project Masters Inc.
5550 Sterrett PI STE 210
Columbia, MD 21044-2626
(410) 772-6316
(888) 250-4447**

Contract Period: January 1, 2011 – December 31, 2011

www.projmasters.com

About Project Masters Inc.

Project Masters Inc.

Project Masters Inc., a woman owned 8(a) small business, is a premier provider of project and program management consulting and training services to the federal government and their service providers. The company is a Project Management Institute (PMI) Registered Educational Provider (REP), is DCAA Audited (2007) and compliant and provides FAC/PPM Certified courses. The company has expertise and strong past performances in Federal IT, Research and Development and Construction Project Management consulting and training. Project Masters Inc. offers:

- On-site training resources
- Project/Program Management Office Resources, Training, Mentoring
- CPIC Business Analysis
- EVM Consulting and Mentoring
- Requirements Process Development
- Project/Program Assessment/Auditing

Differentiators

Although Project Masters is one of multiple companies providing Project Management training and consulting to Federal Agencies and their Contractors, the differentiation is its focus on advanced on-site project management training, tailored to specific organization cultures as well as project management consulting, focusing on complex challenges provided by highly skilled and experienced Project Masters Consultants. Project Masters provides small business flexibility with the expertise and experience of a large business.

Contract Vehicle

GSA – MOBIS Schedule – GS10F0085P

Federal Government

As Federal Government agencies strive to simplify and unify their business practices Project Masters helps our clients by implementing processes designed to conform to OMB's requirements.

Project Masters has developed a flexible and robust offering of consulting, mentoring and training courses to help agencies develop and refine service delivery models. Project Masters has designed business solutions for agencies based on the assessment of the organization and its personnel. Project Masters offers the following solutions:

- PMP Certifications
- Project Management Training
- Project Management Consulting
- Program Management Consulting
- Program Management Training
- Agency Evaluation
- Personnel Assessment
- Documentation of processes and procedures
- Set Up or improvement of PMO
- Support the PMO through development of templates; assisting enterprise-wide software system development

Project Masters Inc.'s contract vehicles:

GSA/Mobis # GS10F0085P
SBA 8(a)
MBE/DBE
Go Learn
SPAWARS
US Army Corps of Engineers BPA

GENERAL CONTRACT INFORMATION

1. Table of Awarded Special Item Numbers (SIN):

SIN 874-1 - Consulting Services

SIN 874-4 –Training Services

SIN 874-7 - Program Integration and Project Management Services

2. Maximum Order: Not Applicable

3. Minimum Order: Not Applicable

4. Geographic Coverage: Domestic and Foreign

5. Point (s) of Production: Not Applicable

6. Discount from List Price: Not Applicable

7. Quantity Discounts: Not Applicable

8. Prompt Payment Terms: Net 30 days

9. Time of Delivery: From date of award to date of completion

10. Primary Contact: Not Applicable

11. Email: info@projmasters.com

12. Telephone: (410) 772-6316

13. Fax: (410) 772-6319

14. Address: Project Masters Inc.

5550 Sterrett Place, Suite 210

Columbia, MD 21044

15. Warranty: Not applicable

16. DUNS: 964708853

17. Contract: GS-10F0085P

Order Department:

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Click links below to view Project Masters Inc.'s:

[GSA MOBIS Pricing PDF](#)

[Project Management Services online](#)

[Training Services online](#)

PRICING FORMATS/Attachment 5 - Update

Format 2 - Services: Based on established catalog prices, by skill category and hourly rates

MOBIS SIN	Skill Category	Commercial Labor Rates (Loaded) On Site/Off Site per hour	Gov't Discount % Offered	Price Offered to the Government Labor Rates (Loaded) On Site/Off Site per hour (Includes .75% IFF) Eff. 1/1/04
SIN 874-1	Consulting Services	On-Site / Off-Site		On-Site / Off -Site
	Junior Consultant	\$250	65.35%	\$87.28
	Consultant	\$312.50	58.42%	\$130.92
	Senior Consultant	\$375	53.80%	\$174.56
	Analyst	\$148	35%	\$96.92
	Business Process Analyst	\$121.11	35%	\$79.31
	Investment Management Specialist	\$250	35%	\$163.72
	Professional / Technical Expert Senior	\$374.56	35%	\$245.29
	Systems Engineer, Junior	\$150	35%	\$98.23
	Systems Engineer	\$175	35%	\$114.60
	Systems Engineer, Senior	\$200	35%	\$130.98
SIN 874-4	Training Services			
	See course List below			
SIN 874-7	Program Integration & Project Management Services			
	Junior Project Manager	\$187.50	53.45%	\$87.28
	Program Manager	\$375	69.65%	\$113.81

Project Masters, Inc., Contract #: GS-10F-0085P, Mod #: PS-0009

	Project Manager	\$250	47.63%	\$125.00
	Senior Project Manager	\$312.50	44.14%	\$145.00
	Master Scheduler	\$150	35%	\$98.23
	Risk Manager	\$150	35%	\$98.23
	Risk Manager, Jr	\$116.60	35%	\$76.42

MOBIS SIN SIN 874-4 / VENDOR SPECIFIED PRICING SHEET

Title of Course:	Project Management Basics		Length of Course (# of Days):	2 days
	Commercial Price	Gov't Price eff 1/1/04 (Includes .75% IFF)		
	Current	2010		
Total Price of Course for 10 participants:	\$7,000	\$4936.75	Minimum Number of Participants:	10
Price Per Participant over 10:	\$700	\$493.67	Maximum Number of Participants:	20
Government Discount from the Commercial Price				30%
<p><u>Description of Class</u> * Course Materials are included in the course price. The training manual is authored and published in house. <i>The participant will learn the basic information for managing a project. Learn how to develop a Work Breakdown Structure (WBS); develop a Project Plan; develop a schedule; manage a project; track project progress; manage project costs; manage Project Risk; use Triple Constraint; use Critical Path Method (CPM) and use Earned Value Method.</i></p> <p>Course Outline: Project Management Terminology Organizational Structures Phases of a General Project Management Life Cycle Selecting the Project Manager The Project Planning Puzzle Estimating the Project Cost Managing Project Risk Project Schedule Communicating with the Project Stakeholders Forming the Project Team Monitoring and Controlling the Project Project Closeout</p>				

Title of Course:	Planning the Project		Length of Course(# of Days):	1 day
	Commercial Price	Gov't Price eff 1/1/04 (Includes .75% IFF)		
	Current	2010		
Total Price of Course for up to 10 students:	\$3,500	\$2094.75	Minimum Number of Participants:	10
Price Per Participant over 10:	\$350	\$139.65	Maximum Number of Participants	20
Government Discount from the Commercial Price				40%
<p><u>Description of Class</u> * Course Materials are included in the course price. The training manual is authored and published in house.</p> <p><i>The participant will discover the Project Manager's role in the Planning Phase and basic planning tools. Learn how to define the term "scope statement" and explain its role in the process; catalog the elements in the planning phase, define the benefits of having a Project Plan; develop a project plan; forge a Work Breakdown Structure (WBS); explain the four methods of arriving at estimates of task duration; describe the three fundamental task relationships; explain the use of Gantt charts; explain and resolve resource over allocations; explain the multiple purposes of the Work Breakdown Structure (WBS); state the components of the Project Management Information System (PMIS) and use the triple constraints to improve management of projects.</i></p>				

Title of Course:	Monitoring and Controlling the Project		Length of Course(# of Days):	1 day
	Commercial Price	Gov't Price eff 1/1/04 (Includes .75% IFF)		
	Current	2010		
Total Price of Course for up to 10 students:	\$3,500	\$2094.75	Minimum Number of Participants:	10
Price Per Participant over 10:	\$350	\$139.65	Maximum Number of Participants:	20
Government Discount from the Commercial Price				40%
<p><u>Description of Class</u> * Course Materials are included in the course price. The training manual is authored and published in house.</p> <p><i>The participant will gain an understanding of the Project Manager's role during the Execution Phase. Learn how to define the term "baseline" and explain its role in the Project Management Process; define the elements of the Execution Phase; perform progress reporting; use Earned Value Analysis; describe formats of weekly reports; explain the use of Gantt Charts in tracking progress; Explain and resolve resource over-allocation; document the project; use monitoring tools; use the Triple Constraints; use methods of Crashing and Fast Tracking of the schedule and how to motivate and influence teams.</i></p>				

Title of Course:	Project Closeout		Length of Course(# of Days):	1 day
	Commercial Price	Gov't Price eff 1/1/04 (Includes .75% IFF)		
	Current	2010		
Total Price of Course for up to 10 students:	\$3,500	\$2094.75	Minimum Number of Participants:	10
Price Per Participant over 10:	\$350	\$139.65	Maximum Number of Participants:	20
Government Discount from the Commercial Price				40%
<p><u>Description of Class</u> * Course Materials are included in the course price. The training manual is authored and published in house.</p> <p><i>The participant will learn the Project Manager's role in the closeout phase of a project. Learn how to define the term "lessons learned" and explain the role of lessons learned in the Project Management Process; define the elements in the Project Management Closeout Phase; prepare for hand over to maintenance and customer team; perform customer evolution; celebrate the project's success; reward team members; and document project's "lessons learned".</i></p>				

Title of Course:	Managing the Project's Risk		Length of Course(# of Hrs/Days):	1 day
	Commercial Price	Gov't Price eff 1/1/04 (Includes .75% IFF)		
	<i>Current</i>	<i>2010</i>		
Total Price of Course for up to 10 students:	\$3,500	\$2094.75	Minimum Number of Participants:	10
Price Per Participant over 10:	\$350	\$139.65	Maximum Number of Participants:	20
Government Discount from the Commercial Price				40%
<p><u>Description of Class</u> * Course Materials are included in the course price. The training manual is authored and published in house.</p> <p><i>The participant will learn the Project Manager's role in managing and controlling the project risk and use of risk tools. Learn how to apply risk management definitions; identify and manage risk; develop risk plan; evaluate the probability of risk happening; and attach money and time value to risk.</i></p>				

Title of Course:	Managing the Project's Time		Length of Course(# of Days):	1 day
	Commercial Price	Gov't Price eff 1/1/04 (Includes .75% IFF)		
	<i>Current</i>	<i>2010</i>		
Total Price of Course for up to 10 students:	\$3,500	\$2094.75	Minimum Number of Participants:	10
Price Per Participant over 10:	\$350	\$139.65	Maximum Number of Participants:	20
Government Discount from the Commercial Price				40%
<p><u>Description of Class</u> * Course Materials are included in the course price. The training manual is authored and published in house.</p> <p><i>The participant will learn the Project Manager's role in managing and controlling the project schedule and use of schedule tools. Learn how to apply the critical path method; use PERT methodology; estimate accurate activity durations; apply scheduling terminology; apply the project schedule life cycle; use network diagram and Gantt charts; set up project constraints; and use the WBS to develop your schedule.</i></p>				

Title of Course:	Becoming an Effective Communicator		Length of Course(# of Days):	2 day
	Commercial Price	Gov't Price eff 1/1/04(Includes .75% IFF)		
	Current	2010		
Total Price of Course for up to 10 students:	\$7,000	4189.50	Minimum Number of Participants:	10
Price Per Participant over 10:	\$700	\$279.30	Maximum Number of Participants:	20
Government Discount from the Commercial Price				40%
<p><u>Description of Class</u> * Course Materials are included in the course price. The training manual is authored and published in house.</p> <p><i>The participant will learn the Project Manager's role in how to communicate with the project team. Learn effective conflict skills; presentation skills; negotiating skills; how to run an effective meeting; how to use Management-by-Walk-Around techniques; and avoid project failure due to lack of communication.</i></p>				

Title of Course:	Team Management for a Project		Length of Course(# of Days):	1 day
	Commercial Price	Gov't Price eff 1/1/04 (Includes .75% IFF)		
	Current	2010		
Total Price of Course for up to 10 students:	\$3,500	\$2094.75	Minimum Number of Participants:	10
Price Per Participant over 10:	\$350	\$139.65	Maximum Number of Participants:	20
Government Discount from the Commercial Price				40%
<p><u>Description of Class</u> * Course Materials are included in the course price. The training manual is authored and published in house.</p> <p><i>The participant will learn the Project Manager's role in managing the team members on the project. Learn how to manage the behavioral issues in a team; identify the characteristics of an effective team; identify the different types of teams; identify and use the different roles in a team; motivate your team to be their best; give feedback to team members; setup a successful team; use group decision making and the pros and cons of using it; and use problem solving models for team management.</i></p>				

Title of Course:	Managing the Project's Quality		Length of Course(# of Days):	1 day
	Commercial Price	Gov't Price eff 1/1/04 (Includes .75% IFF)		
	<i>Current</i>	<i>2010</i>		
Total Price of Course for up to 10 students:	\$3,500	\$2094.75	Minimum Number of Participants:	10
Price Per Participant over 10:	\$350	\$139.65	Maximum Number of Participants:	20
Government Discount from the Commercial Price				40%
<p><u>Description of Class</u> * Course Materials are included in the course price. The training manual is authored and published in house.</p> <p><i>The participants will learn why quality is important on any project. Learn about history of quality; cost of quality; measurement procedures and how to develop corrective actions; and procedures to verify project effectiveness.</i></p>				

Title of Course:	Problem Solving Tools		Length of Course(# of Days):	1 day
	Commercial Price	Gov't Price eff 1/1/04 (Includes .75% IFF)		
	Current	2010		
Total Price of Course for up to 10 students:	\$3,500	\$2094.75	Minimum Number of Participants:	10
Price Per Participant over 10:	\$350	\$139.65	Maximum Number of Participants:	25
Government Discount from the Commercial Price				40%
<p><u>Description of Class</u> * Course Materials are included in the course price. The training manual is authored and published in house.</p> <p><i>The participants will learn problem-solving tools such as flowcharting to analyze and improve Project Management Process; check sheets; histograms; Pareto charts; cause and effect; problem-solving techniques; and brainstorming.</i></p>				

Title of Course:	Making the “Go-Decision” for a Project		Length of Course(# of Days):	1 day
	Commercial Price	Gov’t Price eff 1/1/04 (Includes .75% IFF)		
	Current	2010		
Total Price of Course for up to 10 students:	\$3,500	\$2094.75	Minimum Number of Participants:	10
Price Per Participant over 10:	\$350	\$139.65	Maximum Number of Participants:	20
Government Discount from the Commercial Price				40%
<p><u>Description of Class</u> * Course Materials are included in the course price. The training manual is authored and published in house.</p> <p><i>The participants will learn to evaluate the Project Manager’s role in the Concept Phase of the project. Learn to ask the right questions in order to make the Go / No Go Decision for a project; develop a summary Work Breakdown Structure (WBS); use the WBS to identify project risks; define the activities associated with the concept phase of the Project Life Cycle; and calculate Net Present Value (NPV), Return On Investment (ROI), Discounted Cash Flows (DCF), and Internal Rate of Return (IRR).</i></p>				

Title of Course:	Managing the Project's Budget		Length of Course(# of Days):	1 days
	Commercial Price	Gov't Price eff 1/1/04 (Includes .75% IFF)		
	Current	2010		
Total Price of Course for up to 10 students:	\$3,500	\$2094.75	Minimum Number of Participants:	10
Price Per Participant over 10:	\$350	\$139.65	Maximum Number of Participants:	20
Government Discount from the Commercial Price				40%
<p><u>Description of Class</u> * Course Materials are included in the course price. The training manual is authored and published in house.</p> <p><i>The participants will learn the Project Manager's role in managing the project's budget. Learn how to do cost estimating and forecasting; cost budgeting; cost control; cost applications; and Earned Value Analysis.</i></p>				

Title of Course:	Managing the Project's Contract		Length of Course(# of Days):	1 day
	Commercial Price	Gov't Price eff 1/1/04 (Includes .75% IFF)		
	Current	2010		
Total Price of Course for up to 10 students:	\$3,500	\$2094.75	Minimum Number of Participants:	10
Price Per Participant over 10:	\$350	\$139.65	Maximum Number of Participants:	20
Government Discount from the Commercial Price				40%
<p><u>Description of Class</u> * Course Materials are included in the course price. The training manual is authored and published in house.</p> <p><i>The participants will learn the Project Manager's role in managing the project's contract such as Procurement Planning Process; Contract Cycle; the "make it" or "buy it"; the Solicitation Process; choosing a contract type (cost plus, firm fixed price, fixed price incentive, time and materials); and principles of contract reporting.</i></p>				

Title of Course:	Leadership for Project Managers		Length of Course(# of Days):	1 day
	Commercial Price	Gov't Price eff 1/1/04 (Includes .75% IFF)		
	Current	2010		
Total Price of Course for up to 10 students:	\$3,500	\$2094.75	Minimum Number of Participants:	10
Price Per Participant over 10:	\$350	\$139.65	Maximum Number of Participants:	20
Government Discount from the Commercial Price				40%
<p><u>Description of Class</u> * Course Materials are included in the course price. The training manual is authored and published in house.</p> <p><i>The participant will acquire knowledge of leadership qualities that when applied, will enhance the individual's and company's chance of success. Participants will learn how to improve the leader within. Learn team building; definitions of leadership; identification of individual strengths; key to becoming an effective leader; methods to gain leadership experience; how to develop people; and how to motivate people.</i></p>				

Title of Course:	Managing the Project's Scope		Length of Course(# of Days):	1 days
	Commercial Price	Gov't Price eff 1/1/04 (Includes .75% IFF)		
	Current	2010		
Total Price of Course for up to 10 students:	\$3,500	\$2094.75	Minimum Number of Participants:	10
Price Per Participant over 10:	\$350	\$139.65	Maximum Number of Participants:	20
Government Discount from the Commercial Price				40%
<p><u>Description of Class</u> * Course Materials are included in the course price. The training manual is authored and published in house.</p> <p><i>The participant will learn about a Project Manager's role in managing the Project Scope. Learn how to define the meaning of the term Scope Management; understand how Project Scope works with the four phases of the Project Life Cycle; understand how to develop a Project Charter; review the importance of the Work Breakdown Structure (WBS) in defining the scope; review the Project Schedule and how it ties into the Project Scope; baseline the Project Scope; define the scope with the customer; and develop and use Scope Reports.</i></p>				

Title of Course:	PMP Boot Camp		Length of Course(# of Days):	3 days
	Commercial Price	Gov't Price eff 1/1/04 (Includes .75% IFF)		
	Current	2010		
Total Price of Course for up to 10 students:	\$10,500	\$7405.13	Minimum Number of Participants:	10
Price Per Participant over 10:	\$1050	\$740.50	Maximum Number of Participants:	20
Government Discount from the Commercial Price				30%
<p><u>Description of Class</u> * Course Materials are included in the course price. The training manuals included both commercially published books and those authored and published in house.</p> <p><i>The participant will review all material covered in the Project Management Book of Knowledge (PMBOK). Review and discuss practice test questions for a comprehensive understanding of what to expect when taking the PMP Exam.</i></p>				

Title of Course:	Project Management Overview		Length of Course(# of Days):	1 days
	Commercial Price	Gov't Price eff 1/1/04 (Includes .75% IFF)		
	Current	2010		
Total Price of Course for up to 10 students:	\$3,500	\$2094.75	Minimum Number of Participants:	10
Price Per Participant over 10:	\$350	\$139.65	Maximum Number of Participants:	20
Government Discount from the Commercial Price				40%
<p><u>Description of Class</u> * Course Materials are included in the course price. The training manual is authored and published in house.</p> <p><i>The participant will learn about a Project Manager's role in managing the Project. Learn how to define the meaning of the term Project Management; understand how Project Management works with the four phases of the Project Life Cycle; understand how to develop a Project Charter; review the importance of the WBS in defining the scope; review the project schedule and how it ties into the Project Scope; baseline the project schedule; define the charter with the customer; and develop and use project reports.</i></p>				

Title of Course:	Microsoft Project Software Training		Length of Course(# of Days):	3 days
	Commercial Price	Gov't Price eff 1/1/04 (Includes .75% IFF)		
	Current	2010		
Total Price of Course for up to 10 students:	\$10,800	\$7616.70	Minimum Number of Participants:	10
Price Per Participant over 10:	\$1080	\$761.67	Maximum Number of Participants:	15
Government Discount from the Commercial Price				30%
<p><u>Description of Class</u> * Course Materials are included in the course price – the training manual is a commercially published book.</p> <p><i>The participant will gain introductory to intermediate skills in MS Project. Learn about Project Management Methodology; how to create a project schedule; how to modify task relationships; how to assign project resources; how to print and view reports; how to resolve resource conflicts; how to filter and sort tasks; how to track progress; how to create custom tools; and how to work with multiple projects.</i></p>				

Title of Course:	Project Management for Executives		Length of Course(# of Days):	1 days
	Commercial Price	Gov't Price eff 1/1/04 (Includes .75% IFF)		
	Current	2010		
Total Price of Course for up to 10 students:	\$3,500	\$2094.75	Minimum Number of Participants:	10
Price Per Participant over 10:	\$350	\$139.65	Maximum Number of Participants:	20
Government Discount from the Commercial Price				40%
<p><u>Description of Class</u> * Course Materials are included in the course price. The training manual is authored and published in house.</p> <p><i>Participants will learn how to interface with their Project Managers on every phase of the project. They will also learn how to talk the Project Manager's language so they can understand the reports from the Project Managers. Learn what Project Management is; how to support your Project Manager; how to get the most out of your Project Manager; how to reinforce the right behaviors for your Project Managers; the right way to do Project Management; proper Change Control Methods; identify areas of improvement within a project; and the process of evaluating Project Management Maturity.</i></p>				

Title of Course:	The PMP Certification Program		Length of Course(# of Hrs/Days):	7 days
	Commercial Price	Gov't Price eff 1/1/04 (Includes .75% IFF)		
	Current	2010		
Total Price of Course for up to 10 students:	\$27,000	\$19,041.75	Minimum Number of Participants:	10
Price Per Participant over 10:	\$2,700	\$1904.78	Maximum Number of Participants:	20
Government Discount from the Commercial Price				30%
<p><u>Description of Class</u> * Course Materials are included in the course price. The training manuals included both commercially published books and those authored and published in-house.</p> <p><i>The participants will gain a comprehensive understanding of all aspects of project management in order to be prepared for the PMP (Project Management Professional) exam. The entire PMBOK will be covered, as well as, practice exam questions, and personal assistance with the application required by the Project Management Institute (PMI) in order to be eligible to take the PMP exam.</i></p>				

Title of Course:	The CAPM Certification Program		Length of Course(# of Hrs/Days):	5 days
	Commercial Price	Gov't Price eff 1/1/04 (Includes .75% IFF)		
	Current	2010		
Total Price of Course for up to 10 students:	\$17,500	\$10473.75	Minimum Number of Participants:	10
Price Per Participant over 10:	\$1,750	\$698.25	Maximum Number of Participants:	20
Government Discount from the Commercial Price				40%
<p><u>Description of Class</u> * Course Materials are included in the course price. The training manuals included both commercially published books and those authored and published in-house.</p> <p><i>This comprehensive program provides participants a detailed overview of project management fundamentals, including all the topics required to know for the new Certified Associate in Project Management exam, as well as practical and proven methods to use within their organization. A CAPM is for a junior project manager and the requirements for the certification are not as stringent as for PMP Certification.</i></p>				

Title of Course:	Integrating Project Management Basics with Microsoft Project Software		Length of Course(# of Days):	5 days
	Commercial Price	Gov't Price eff 1/1/04 (Includes .75% IFF)		
	Current	2010		
Total Price of Course for up to 10 students:	\$17,500	\$10,473.75	Minimum Number of Participants:	10
Price Per Participant over 10:	\$1750	\$698.25	Maximum Number of Participants:	20
Government Discount from the Commercial Price				40%
<p><u>Description of Class</u> * Course Materials are included in the course price. The training manuals included both commercially published books and those authored and published in house.</p> <p><i>This course combines our 2-day "Project Management Basics" course with our 3-day "MS Project" course. By doing so, the participants will gain unprecedented understanding of project management. The participants will learn the Project Manager's role in every phase of the project. They will also learn to use a powerful Project Management Tool...</i></p>				

Title of Course:	Advanced Acquisition Management III		Length of Course (# of Days):	3 days
	Commercial Price	Gov't Price eff 9/20/10 (Includes .75% IFF)		
	Current	2010		
Total Price of Course for 10 students:	\$10500	\$7405.13	Minimum Number of Participants:	10
Price Per Participant over 10:	\$1050	\$740.51	Maximum Number of Participants:	25
Government Discount from the Commercial Price				30%
<u>Description of Class</u> * Course Materials are included in the course price. The training manuals included both commercially published books and those authored and published in-house. At the end of this course, participants will be better prepared to: Deliver / Manage a Departmental/Agency Effort; Direct the Development of Concepts, Requirements and Documents Related to the Program; Manage the Preparation of a Program's Management Strategy; Maximize the use of Performance-Based Acquisition Principles; Manage Team Activities in Appropriate Market Research and Acquisition of Commercial Items in Accordance with FAR Parts 10 and 12; Direct Requirements Baselineing, Change Processes and Resourcing Overall Class Objectives: Recognize the fundamental precepts and basics of Federal Acquisition Management. Recognize the diverse, interrelated, and changing nature in the different disciplines of Federal Acquisition Management. Recognize the basic regulations and governing structures of Federal Acquisition Management; Understand the difference between project, program and portfolio management; Understand how PMI and Government standards complement each other				

Title of Course:	Earned Value Management and Program Performance		Length of Course (# of Days):	2 days
	Commercial Price	Gov't Price eff 9/20/10 (Includes .75% IFF)		
	Current	2010		
Total Price of Course for 10 students:	\$7000	\$4936.75	Minimum Number of Participants:	10
Price Per Participant over 10:	\$700	\$493.68	Maximum Number of Participants:	25
Government Discount from the Commercial Price				30%
<u>Description of Class</u> ___* Course Materials are included in the course price. The training manuals included both commercially published books and those authored and published in-house. Learn about: Understanding what Earned Value means; Understanding the history and rationale of Earned Value Reporting; Using the DBS and WBS to capture and report Earned Value information; Using Earned value methodology to predict project performance; Learning how to avoid including information in the WBS which distorts Earned Value calculations; Understanding the use of multiple cost account codes for Earned Value reporting; Understanding the formula & use of Schedule Variance(SV) and Cost Variance(CV); Understanding the use and calculation of Schedule Performance Index(SPI) and Cost Performance Index(CPI); Understanding the use of Estimate At Complete(EAC) and Estimate To Complete(ETC); Understanding of the PMI Earned Value Management(EVM) Standard; Understanding of the Electronic Industries Alliance(EIA) Standard-748; Understanding EVM reporting				

Title of Course:	5 Day PMP Certification Program		Length of Course (# of Days):	5 days
	Commercial Price	Gov't Price eff 09/20/10 (Includes .75% IFF)		
	Current	2010		
Total Price of Course for 10 students:	\$17500	\$10500	Minimum Number of Participants:	10
Price Per Participant over 10:	\$1750	\$1050	Maximum Number of Participants:	25
Government Discount from the Commercial Price				40%
<u>Description of Class</u> * Course Materials are included in the course price. The training manuals included both commercially published books and those authored and published in-house.				
<i>The participants will gain a comprehensive understanding of all aspects of project management in order to be prepared for the PMP (Project Management Professional) exam. The entire PMBOK will be covered, as well as, practice exam questions, and personal assistance with the application required by the Project Management Institute (PMI) in order to be eligible to take the PMP exam.</i>				

Title of Course:	Advanced Project Schedule Oversight		Length of Course (# of Days):	5 days
	Commercial Price	Gov't Price eff 09/20/10 (Includes .75% IFF)		
	Current	2010		
Total Price of Course for 10 students:	\$17500	\$12341.88	Minimum Number of Participants:	10
Price Per Participant over 10:	\$1750	\$1234.19	Maximum Number of Participants:	25
Government Discount from the Commercial Price				30%
<u>Description of Class</u> * Course Materials are included in the course price. The training manuals included both commercially published books and those authored and published in-house. Learn about: Apply the critical path method; Use PERT methodology; Estimate accurate activity durations; Apply scheduling terminology; Apply the project schedule life cycle; Use network diagram and Gantt charts; Set up project constraints; Use the WBS to develop your schedule Recommended past experience: Prior to attending this course, you should have a good understanding of project management				

Title of Course:	Performance Based Contracting		Length of Course (# of Days):	1 days
	Commercial Price	Gov't Price eff 09/20/10 (Includes .75% IFF)		
	Current	2010		
Total Price of Course for 10 students:	\$3500	\$2468.38	Minimum Number of Participants:	10
Price Per Participant over 10:	\$350	\$246.84	Maximum Number of Participants:	25
Government Discount from the Commercial Price				30%
<u>Description of Class</u> _* Course Materials are included in the course price. The training manuals included both commercially published books and those authored and published in-house. Course Objectives: This one-day seminar will examine Performance-Based Contracting (PBC) from a contractor perspective. Concepts found primarily in the GSA's on-line tutorial, Seven Steps to Performance Acquisition (PBA), and the DoD's Guidebook for Performance Based Acquisition are used as a starting point to examine how the contractor should perform within a PBC setting. Classroom activities emphasize small group exercises and group discussions. These exercises will highlight student concerns and issues associated with PBC. Students will then develop strategies, and techniques to deal with identified concerns through class discussions. Participants should be experienced project managers, team leads, subject matter experts, acquisition support personnel, or other members of the contractor team who have or are currently working on performance-based acquisitions within their company. Six Project Management Institute Professional Development Units (PDUs) are awarded upon completion of this course. Learn about: Understand the basics of PBA and PBC.; Understand the perspective of government personnel working within the PBA environment; Obtain a high-level view of the federal acquisition process as it relates to the bid, selection, and contract management processes; Identify top contractor concerns and issues associated with PBC; Develop strategies and techniques to deal with selected identified concerns and issues				

MOBIS SIN 874-1 / Labor Category Descriptions, Experience & Education

Junior Consultant

Job description

- Consults with client to ascertain and define need or problem area, and determine scope of investigation required to obtain a solution.
- Conducts study or survey on need or problem to obtain data required for solution.
- Analyzes data to determine solution such as installation of alternate methods and procedures, changes in processing methods and practices, modification of machines or equipment, or redesign of products or services.
- Advises client on alternate methods of solving need or problem, and recommends specific solution.
- Part of a project team

Requirements

The ideal candidate for this position will have a BS in engineering or computer science or construction; with one year work experience in managing projects.

Consultant

Job description

- Consults with client to ascertain and define need or problem area, and determine scope of investigation required to obtain a solution.
- Conducts study or survey on need or problem to obtain data required for solution.
- Analyzes data to determine solution such as installation of alternate methods and procedures, changes in processing methods and practices, modification of machines or equipment, or redesign of products or services.
- Advises client on alternate methods of solving need or problem, and recommends specific solution.
- Manages Project, and provides Mentoring

Requirements

The ideal candidate for this position will have a BS in engineering or computer science or construction; MBA is preferred; with three years work experience in managing projects. PMP is preferred.

Senior Consultant**Job description**

- Consults with client to define need or problem area, and determine scope of investigation required to obtain a solution.
- Conducts study or survey on need or problem to obtain data required for solution.
- Analyzes data to determine solution such as installation of alternate methods and procedures, changes in processing methods and practices, modification of machines or equipment, or redesign of products or services.
- Advises client on alternate methods of solving need or problem, and recommends specific solution.
- Manages Project, Sets up Project Management Offices, provides Mentoring and Facilitation.

Requirements

The ideal candidate for this position will have a BS in engineering or computer science or construction; MBA is preferred; with three years work experience in managing projects. PMP is required.

Analyst**Job description**

Performs analytical tasks either independently or as part of a team of analysts conducting management, programmatic, technical, workforce, cost-benefit, earned value management and/or similar studies using approval methods and techniques.

Requirements

The ideal candidate for this position will have a BS or BA in relevant field of expertise; with three (3) to (6) six years work experience.

Business Process Analyst**Job description**

Support a strategic planning unit or program office to assist with reviewing current practices and developing changes to achieve strategic goals. These changes include changes to strategies, structures, policies, processes, and information systems.

Business process analysis activities include:

- Understanding the needs of the organization as a whole, its strategic direction, and identifying initiatives that will allow the organization to meet its strategic goals.
- Planning the "requirements development process", determining which requirements are the highest priority for implementation, and managing change.
- Describing techniques for collecting requirements from stakeholders in a project or program.

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- Working with the client and end-users in mapping functions to organizations and related architectures, analyzing existing processes for potential improvements, and developing written "process analysis artifacts" for subsequent approval.
- Analyzing objectives, processes and resources, and suggesting ways by which re-design, or improvements could be made.
- Conducting requirements analysis by developing and specifying requirements in enough detail to allow such requirements to be successfully implemented by a project team.
- Describing methods for verifying the correctness of a proposed solution, how to support the implementation of a solution, and how to assess possible shortcomings in the implementation.
- Conducting and preparing written research to support and explain business process recommendations.

Requirements

- Demonstrated excellent analytical, written, and oral communication skills.
- Demonstrated ability to independently prioritize, plan, and execute work tasks in a rapidly changing environment.
- Experience integrating re-designed processes and improvements into service-oriented architectures.

The ideal candidate for this position will have a BS or BA in relevant field of expertise; with three (3) to (6) six years work experience.

Investment Management Specialist

Job description

Support a program, policy, and planning office to assist in management of an enterprise and associated investment management processes. Work as a part of a capital planning, investment management, or program planning team to assist with drafting, executing, and refining capital planning and investment control policies and procedures. Consult with project managers and sponsors on how to build and/or improve capital asset plans and business cases. Specific topics include:

- Developing and implementing approved strategies for justifying investments in terms of alignment with organizations' mission and strategic goals/objectives consistent with Legislative and Executive Branches' agendas.
- Creating performance goals and establishing corresponding performance measures and metrics
- Conducting cost/benefit and alternatives analyses.
- Performing life cycle cost estimates, including total cost, ROI, payback period, and breakdowns between development/modernization/enhancement versus steady state (i.e., operations and maintenance) and cyber security.
- Defining project milestones, establishing schedules, estimating cost per milestone, and reporting planned versus actual cost and schedule performance

using Earned Value Management techniques in accordance with ANSI/EIA 748, as amended.

- Mapping and aligning investments to enterprise, privacy, and cyber security architectures.
- Conducting security and privacy planning, including privacy impact assessments, and certifications and accreditations.
- Assessing and managing investment risks, creating mitigation strategies, and reporting status of risks.
- Evaluating capital asset plans/business cases against OMB Circular A-11 and other relevant criteria and provide program/project managers and investment managers with recommendations to improve the quality of the plans. Provide recommendations to investment review boards based on assessments of capital asset plans/business cases for technical merit, strategic alignment, architecture compliance, and return on investment.
- Participating in annual budget formulation activities and cyclical budget execution reviews by creating and updating the investment portfolio and related artifacts.

Requirements

- Experience in the planning, management, control or financing of IT programs.
- Must be experienced in planning and/or executing Capital Planning and Investment Control or Information Technology Investment Management processes.
- Demonstrated excellence in analytical, written, and oral communication skills.
- Demonstrated ability to independently perform critical analyses, and prioritize, plan, and execute work tasks in a rapidly changing, fast-paced environment.

The ideal candidate for this position will have a BS or BA in relevant field of expertise; with five (5) to (10) ten years work experience.

Professional / Technical Expert. Sr.

Job description

Develops requirements and implements such requirements throughout the project's life-cycle from inception to conclusion and closeout. Specific work includes:

- Conducting analyses, evaluations, and providing recommendations for improvements, optimization, development, and/or maintenance efforts for customer-specific, system-specific, or mission-critical proficiencies.
- Consulting with customer to define the need or problem, conducting studies and surveys to obtain data, and analyzing data to advise on or recommend solutions.
- Coordinating and managing the preparation and performance of analyses, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risk management, life-cycle management, policy development, methodologies, and modeling and simulation in the functional area being addressed.

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- Providing technical demonstration of concepts using various proof-of-concept methodologies.
- Providing subject-matter expertise to incorporate best practices and industry standards during problem solving.

Requirements

The ideal candidate for this position will have a MS, MA, or MBA in relevant field of expertise; Over ten (10) years with extremely complex systems work experience.

Systems Engineer, Jr

Job description

Support a Program Management Office (PMO) to assist in managing and coordinating major cross-cutting or enterprise-wide initiatives that include use of Information Technology (IT) to accomplish mission objectives.

- Work as part of a systems development team to oversee compliance with and evaluate standards, requirements, and schedules of multiple projects.
- Assess technical and functional requirements for alignment to customer needs, mission objectives, and conformance to controlling doctrines.
- Manage development schedules and assure conformance to performance measures.
- Provide seamless integration and coordination between projects.
- Ensure technical and programmatic baselines of ongoing client initiatives are consistent across all program development efforts, anticipate system interface requirements, assess risks, and enforce configuration control and change management processes.

Requirements

- Experience in the planning, management, or control of IT programs in performance-based environment.
- Demonstrated excellent analytical, written, and oral communication skills.
- Functional expertise in one or more of the following: system design; configuration management; risk management; enterprise architecture management; quality assurance; and interface/integration management.
- Expertise in applying IT lifecycle methodologies required.
- Expertise in performance-based organizations and operational environments is desired.
- IT project management in a structured environment demonstrated by use of standards-based approaches, such as ANSI/EIA, IEEE, CMMi, PMI, or NIST standards is desired.

The ideal candidate for this position will have a BS or BA in relevant field of expertise; with three (3) to (5) five years work experience.

Systems Engineer

Job description

Support a Program Management Office (PMO) to assist in managing and coordinating major cross-cutting or enterprise-wide initiatives that include use of Information Technology (IT) to accomplish mission objectives.

- Work as part of a systems development team to oversee compliance with and evaluate standards, requirements, and schedules of multiple projects.
- Assess technical and functional requirements for alignment to customer needs, mission objectives, and conformance to controlling doctrines.
- Manage development schedules and assure conformance to performance measures.
- Provide seamless integration and coordination between projects.
- Ensure technical and programmatic baselines of ongoing client initiatives are consistent across all program development efforts, anticipate system interface requirements, assess risks, and enforce configuration control and change management processes.

Requirements

- Experience in the planning, management, or control of IT programs in performance-based environment.
- Demonstrated excellent analytical, written, and oral communication skills.
- Functional expertise in one or more of the following: system design; configuration management; risk management; enterprise architecture management; quality assurance; and interface/integration management.
- Expertise in applying IT lifecycle methodologies required.
- Expertise in performance-based organizations and operational environments is desired.
- IT project management in a structured environment demonstrated by use of standards-based approaches, such as ANSI/EIA, IEEE, CMMi, PMI, or NIST standards is desired.

The ideal candidate for this position will have a BS or BA in relevant field of expertise; with five (5) to (10) ten years work experience.

Systems Engineer, Sr.

Job description

Support a Program Management Office (PMO) to assist in managing and coordinating major cross-cutting or enterprise-wide initiatives that include use of Information Technology (IT) to accomplish mission objectives.

- Work as part of a systems development team to oversee compliance with and evaluate standards, requirements, and schedules of multiple projects.
- Assess technical and functional requirements for alignment to customer needs, mission objectives, and conformance to controlling doctrines.
- Manage development schedules and assure conformance to performance measures.
- Provide seamless integration and coordination between projects.

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- Ensure technical and programmatic baselines of ongoing client initiatives are consistent across all program development efforts, anticipate system interface requirements, assess risks, and enforce configuration control and change management processes.

Requirements

- Experience in the planning, management, or control of IT programs in performance-based environment.
- Demonstrated excellent analytical, written, and oral communication skills.
- Functional expertise in one or more of the following: system design; configuration management; risk management; enterprise architecture management; quality assurance; and interface/integration management.
- Expertise in applying IT lifecycle methodologies required.
- Expertise in performance-based organizations and operational environments is desired.
- IT project management in a structured environment demonstrated by use of standards-based approaches, such as ANSI/EIA, IEEE, CMMi, PMI, or NIST standards is desired.

The ideal candidate for this position will have a BS or BA in relevant field of expertise; with over (10) ten years work experience.

MOBIS SIN 874-7 / Labor Category Descriptions, Experience & Education

Junior Project Manager

Job description

- Consults with client to ascertain and define need or problem area, and determine scope of investigation required to obtain a solution.
- Conducts study or survey on need or problem to obtain data required for solution.
- Analyzes data to determine solution such as installation of alternate methods and procedures, changes in processing methods and practices, modification of machines or equipment, or redesign of products or services.
- Advises client on alternate methods of solving need or problem, and recommends specific solution.
- Part of a project team

Requirements

The ideal candidate for this position will have a BS in engineering or computer science or construction; with one year work experience in managing projects.

Program Manager

Job description

- Consults with client to ascertain and define need or problem area, and determine scope of investigation required to obtain a solution.
- Conducts study or survey on need or problem to obtain data required for solution.
- Analyzes data to determine solution such as installation of alternate methods and procedures, changes in processing methods and practices, modification of machines or equipment, or redesign of products or services.
- Advises client on alternate methods of solving need or problem, and recommends specific solution.
- Manages Project

Requirements

The ideal candidate for this position will have a BS in engineering or computer science or construction; MBA is preferred; with three year work experience in managing projects. PMP is preferred. Management Organizational and Business Improvement Services (MOBIS) GS-10F0085P Project Masters, Inc. Attachment 6 2

Project Manager

Job description

- Consults with client to ascertain and define need or problem area, and determine scope of investigation required to obtain a solution.
- Conducts study or survey on need or problem to obtain data required for solution.
- Analyzes data to determine solution such as installation of alternate methods and procedures, changes in processing methods and practices, modification of machines or equipment, or redesign of products or services.
- Advises client on alternate methods of solving need or problem, and recommends specific solution.
- Manages Project, and Mentoring

Requirements

The ideal candidate for this position will have a BS in engineering or computer science or construction; MBA is preferred; with three year work experience in managing projects. PMP is preferred

Senior Project Manager

Job description

- Consults with client to ascertain and define need or problem area, and determine scope of investigation required to obtain a solution.
- Conducts study or survey on need or problem to obtain data required for solution.
- Analyzes data to determine solution such as installation of alternate methods and procedures, changes in processing methods and practices, modification of machines or equipment, or redesign of products or services.
- Advises client on alternate methods of solving need or problem, and recommends specific solution.
- Manages Project, Sets up Project Management Offices, does Mentoring and Facilitation.

Requirements

The ideal candidate for this position will have a BS in engineering or computer science or construction; MBA is preferred; with three year work experience in managing projects. PMP is required. Management, Organizational and People skills are essential.

Master Scheduler

Job description

Support a program or project office to continuously develop and update activity schedules to track program work used to project time-phased resource utilization requirements, provide a basis for visually tracking performance, and estimating costs. Develops schedules which serve as master

plans from which the customer (i.e., end-user) and management have an up-to-date picture of operations. Scheduler responsibilities include:

- Identifying all major events and dates.
- Documenting the exact sequence of work taking into account inter-relationships between events.
- Relating schedules to the Work Breakdown Structure (WBS) clearly defining when all tasks start and finish.
- Identifying and documenting time constraints, and, if possible, those resources required for each event.
- Obtaining program and/or project managers' approval(s) of each draft schedule before finalization.
- Coordinating scheduled activities to complete program or project objectives within the best time, least cost, and least risk.
- Developing a master schedule considering the total demand on program or project resources, including capacity of the organization and participating vendors, finished product or service delivery, maintenance and support needs, and any inter-program or inter-project needs.
- Preparing status briefings articulating manpower levels, investments, and cash flow; overall performance based on approved measures; and data for subsequent material and capacity planning.

Requirements

Minimum Education/Experience: BS or BA in relevant field of expertise 5-10 years with moderately complex programs/projects

Risk Manager

Job description

Responsible for risk management throughout the project life-cycle, including planning for risk, assessing risk issues, developing risk mitigation and handling strategies, and monitoring risks to determine how they have changed. The incumbent is responsible for risk management tasks, including:

- Developing or refining risk planning into a program of action that includes development and documentation of an organized, comprehensive, and interactive risk management strategy; determining the methods to be used to execute a program's risk management strategy; and planning for adequate resources.
- Implementing processes and procedures to monitor risk across major programs or projects.
- Communicating necessary information to the affected program areas and related personnel.
- Assessing impact of changes in all functional and technical areas.
- Performing risk assessments to identify, define, and analyze program or project issues in terms of probability and consequences, and possibly other considerations (e.g., the time to impact).

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- Establishing an iterative process for and identifying all known risk issues, including cost, funding, schedule, contract relationships, and political risks, based on program, customer, and user concerns and problems.
- Creating and maintaining a risk management plan and risk register to handle known risks.
- Correlating identified risks to data sources, including systems engineering documentation, life-cycle cost analysis, project plan/WBS decomposition, schedule analysis, baseline cost estimates, requirements documents, lessons learned files, assumption analysis, trade studies/analyses, technical performance measurement planning/analysis, models, decision drivers, and expert judgment.
- Developing strategies to facilitate management's decision-making during risks based on approved criterion, such as Hurwicz (i.e., maximax), Wald (i.e., maximin), Savage (i.e., minimax), or Laplace criterion. • Analyzing risks based on cost, schedule and technical evaluation characteristics using approved techniques, such as comparisons with similar systems, relevant lessons-learned studies, experience, results from tests and prototype development, data from engineering or other models, specialist and expert judgments, analysis of plans and related documents, modeling and simulation, and sensitivity analysis of alternatives.

Requirements

- Experience in at least one factor of risk management.
- Demonstrated excellent analytical, written, and oral communication skills.
- Experience applying risk management techniques within lifecycle methodologies.
- Risk management in a structured environment demonstrated by use of standards-based approaches, such as PMI, NIST, and ISO.

Skill Level / Education Requirement: Experienced Requirement Risk Manager, BS or BA in relevant field of expertise 5-10 years

Risk Manager Jr.

Job description

Responsible for risk management throughout the project life-cycle, including planning for risk, assessing risk issues, developing risk mitigation and handling strategies, and monitoring risks to determine how they have changed. The incumbent is responsible for risk management tasks, including:

- Developing or refining risk planning into a program of action that includes development and documentation of an organized, comprehensive, and interactive risk management strategy; determining the methods to be used to execute a program's risk management strategy; and planning for adequate resources.
- Implementing processes and procedures to monitor risk across major programs or projects.
- Communicating necessary information to the affected program areas and related personnel.
- Assessing impact of changes in all functional and technical areas.

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- Performing risk assessments to identify, define, and analyze program or project issues in terms of probability and consequences, and possibly other considerations (e.g., the time to impact).
- Establishing an iterative process for and identifying all known risk issues, including cost, funding, schedule, contract relationships, and political risks, based on program, customer, and user concerns and problems.
- Creating and maintaining a risk management plan and risk register to handle known risks.
- Correlating identified risks to data sources, including systems engineering documentation, life-cycle cost analysis, project plan/WBS decomposition, schedule analysis, baseline cost estimates, requirements documents, lessons learned files, assumption analysis, trade studies/analyses, technical performance measurement planning/analysis, models, decision drivers, and expert judgment.
- Developing strategies to facilitate management's decision-making during risks based on approved criterion, such as Hurwicz (i.e., maximax), Wald (i.e., maximin), Savage (i.e., minimax), or Laplace criterion. • Analyzing risks based on cost, schedule and technical evaluation characteristics using approved techniques, such as comparisons with similar systems, relevant lessons-learned studies, experience, results from tests and prototype development, data from engineering or other models, specialist and expert judgments, analysis of plans and related documents, modeling and simulation, and sensitivity analysis of alternatives.

Requirements

- Experience in at least one factor of risk management.
- Demonstrated excellent analytical, written, and oral communication skills.
- Experience applying risk management techniques within lifecycle methodologies.
- Risk management in a structured environment demonstrated by use of standards-based approaches, such as PMI, NIST, and ISO.

Skill Level / Education Requirement: Experienced Requirement Risk Manager Jr. BS or BA in relevant field of expertise 3-5 years